

LINDA LINGLE
GOVERNOR



PROCUREMENT POLICY BOARD
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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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May 30, 2007

TO: Executive
Department of Education
Judiciary
Honolulu City and County
House of Representatives
Office of Hawaiian Affairs (OHA)
Honolulu Board of Water Supply

FROM: Aaron S. Fujioka
Administrator

SUBJECT: **Change No. 4**
SPO Price List No. 07-08
RECYCLED OFFICE PAPER ON OAHU
(IFB-06-097-O)

The following changes are hereby made to the price list:

Effective June 1, 2007, change the prices for the following items:

<u>Line No.</u>	<u>From Existing Price</u>	<u>To New Price</u>
4	\$32.62	\$35.18
5a	\$30.45	\$32.84
5b	\$41.45	\$44.70
5c	\$32.93	\$35.51
6a	\$34.42	\$36.19
6b	\$47.86	\$50.32
7a	\$3.16	\$3.35
7b	\$3.91	\$4.18

The current price list incorporating Change Nos. 1, 2, 3 and 4 is available on the SPO website: www.spo.hawaii.gov; click on SPO Price List/Vendor List at the main menu. At the search screen, enter the List Title.

Should you have any questions, Vicki Kitajima can be contacted at (808) 586-0566, fax (808) 586-0570, or at vicki.a.kitajima@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO PRICE LIST NO. 07-08 (Oahu only)

Includes Change Nos. 1, 2, 3 and 4

Revised May 30, 2007

RECYCLED OFFICE PAPER ON OAHU

(IFB-06-097-O)

October 1, 2006 to September 30, 2007

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

- | | |
|-----------------------------|-------------------------------------|
| 1. Executive | 5. House of Representatives |
| 2. Department of Education | 6. Office of Hawaiian Affairs (OHA) |
| 3. Judiciary | 7. Honolulu Board of Water Supply |
| 4. Honolulu City and County | |

A purchasing jurisdiction may elect not to extend its commitment to this contract beyond the initial contract term. Further, a purchasing jurisdiction not participating in the contract may, at the earliest, commit to the contract at the inception of a contract extension period, if any.

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, SPO Price List Purchase Exemption", available on the SPO Website, www.spo.hawaii.gov; click on Forms for State Agencies under the "Quick Links" section of the homepage.

POINT OF CONTACT. Questions regarding the products listed herein should be directed to the respective vendor.

Procurement questions or complaints may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Vicki Kitajima	586-0566	586-0570	vicki.a.kitajima@hawaii.gov
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
House	Patricia Mau Shimizu	586-6400	586-6401	adele@capitol.hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	Carlton_Chinen@notes.K12.hi.us
OHA	Ernest Kimoto	594-1954	594-1865	ErnieK@OHA.org
Honolulu City and County	Mike Hiu	527-5669	523-4771	mhiu@honolulu.gov
Honolulu Board of Water Supply	Procurement Staff	748-5000	550-9193	contactUs@hwbs.org

USE OF PRICE LIST BY NONPROFIT ORGANIZATIONS. Pursuant to Section 103D-804, Hawaii Revised Statutes (HRS), nonprofit organizations with current purchase of service contract(s) (Chapter 103F, HRS) have been invited to participate in the State Procurement Office's (SPO) price lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list, the nonprofit must obtain approval from each price list vendor, i.e., participation must be mutually agreed upon. A price list vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and price list vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a price list vendor.

VENDORS:

<u>Vendor</u>	<u>Address</u>	<u>Telephone</u>
	<u>Purchase Orders & Payments</u>	
PaperSource Hawaii, Inc.	91-240 Komohana Street Kapolei, HI 96707	ph: 673-1300 fax: 673-1310
	<u>Purchase Orders</u>	
Officemax Contract, Inc. dba Hopaco	94-1489 Moaniani Street Waipahu, HI 96797	ph: 676-3100 fax: 676-3155
	<u>Payments</u> File 42256 Los Angeles, CA 90074-2256	
	<u>Purchase Orders & Payments</u>	
Conrad Enterprises, Inc.	301 Sand Island Access Road Honolulu, HI 96819	ph: 842-4467 fax: 848-8916

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

SECTION 3-124-26, Hawaii Administrative Rules (HAR), mandates State agencies to purchase recycled paper. Exceptions to this section may be taken when statutory, regulatory, or contractual requirements preclude the purchase of recycled paper.

UNIT PRICES include delivery to destination and all other costs except the State General Excise Tax, which is currently 4%. Effective January 1, 2007, due to the .5% statutory assessment of a Honolulu County Surcharge (CST), the new tax rate on all sales for Oahu, shall not exceed 4.5%.

PURCHASING CARD (pCard). Agencies of the Executive branch, with the exception of the Department of Education, Office of Hawaiian Affairs and the University of Hawaii, shall use the State's purchasing card (pCard) for orders totaling less than \$2500. If vendor requires hardcopy confirmation of a transaction made by pCard, agency may use SPO-10B, pCard Order Form, available on the SPO website: www.spo.hawaii.gov; click on "Forms for State Agencies" under the "Quick Links" section of the homepage.

For purchases \$2500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS shall be issued for purchases \$2500 or more; and for vendors who either do not accept the pCard or who set minimum order requirements before accepting the pCard for payment or who charge its customers a transaction fee for the usage.

“SPO PL No. 07-08” must be typed on purchase orders issued against this price list.

ORDERS will be submitted to the Contractor(s) by the various agencies and schools of the State as supplies are needed during the contract period. The Contractor(s) shall honor all orders received during the contract period and deliver according to the contract terms and within the required delivery time.

The minimum amount of paper ordered on each order shall be \$100 (excluding the 4% GET and special labeling charge).

DELIVERIES shall be made within ten (10) calendar days in city limits and fifteen (15) calendar days in rural areas following receipt of the order. Orders totaling less than \$100.00 shall be made available to the using agency on a “will call” basis within three (3) working days or delivery to destination shall be made based on the Contractor’s delivery schedule.

Orders for twenty (20) cartons or more shall be completely delivered within thirty (30) working days from Contractor’s receipt of the order.

Contractor shall be informed, by the ordering agency at the time of ordering, of any special access conditions at the delivery site. This shall include having any security, platforms, steps, curbs, accessible ramp way or doorway widths to navigate and if the items are to be brought up or down any flight(s) of stairs and if no elevator is available.

While the Contractor must ensure that the items are ultimately delivered to the designated areas and unloaded, alternate arrangements for staggered delivery dates may have to be made to accommodate large orders. For example, when there is only stairway access for delivery to another floor, only ten (10) cases of paper should be furnished in a day to that site.

For schools and/or buildings with an elevator, the Contractor shall deliver to the requesting agency’s location.

For schools and/or buildings with no elevator, the vendor will deliver the paper to a 1st floor location. Agency may arrange either with the contract vendor or an outside company for a charge to re-locate the delivered paper to the 2nd or higher floors.

SPECIAL LABELING OF ORDERS FOR DAGS-ICSD PROCESSING AND PRINTING.

Agencies shall inform the vendor at the time of ordering of special labeling requirements for deliveries to the Department of Accounting and General Services, Information and Communications Division (DAGS-ICSD). Instructions and samples of the label shall be given to the vendor. Please note only the following Price List vendor is provide for special labeling:

VENDOR:

SPECIAL LABELING CHARGE:

Conrad Enterprises, Inc.

\$2.00 per carton

For orders from vendors not providing special labeling, agencies are instructed to make their own arrangements or as an option, submit a SPO Form 5 to purchase outside of the price list.

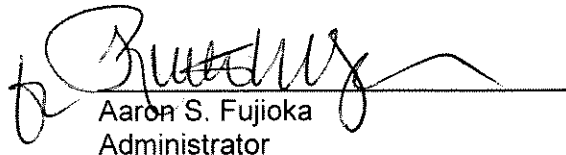
If the Contractor is to provide for special labeling, Contractor shall label cartons of Recycled Office Paper for delivery and use by the Department of Accounting and General Services, Information and Communications Division (ICSD) on an "as needed" basis. Cartons shall be labeled with the words "ICSD FORM# _____", indicate the color of the paper (if applicable), and must indicate, on a separate line, the Agency and the Agency's Division, Program, or Title of the form. Lettering must be at least 2" high; the size of the label should be at least 6-1/2" high and 7" wide. All lettering and numbers shall be capitalized and bolded; please refer to the attached label sample, page SMP-1. A label shall be firmly affixed to the front of each carton, preferably where there is no paper manufacturer's label.


Agencies such as, but not limited to, the Department of Education, Labor and Industrial Relations, and Accounting and General Services, shall provide the Contractor with the required ICSD form number, Agency name, Agency Division, Program, or Title of the form, and the delivery address to ICSD's warehouse at the time their order is placed.

INSPECTION. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the vendor within five (5) working days from delivery date.

VENDOR AND PRODUCT EVALUATION form, SPO-12, revised 9/30/05, is made available to the agencies for the purpose of addressing concerns on this price list. A copy of the form is attached and it can be accessed from the SPO website: www.spo.hawaii.gov. Click on Forms for State Agencies under "Quick Links" section of the homepage.

PRICE LIST AVAILABLE ON THE INTERNET. The price list is available at the SPO website: www.spo.hawaii.gov. Click on SPO Price List/Vendor List at the main menu.



Aaron S. Fujioka
Administrator

SPO PRICE LIST NO. 07-08 Recycled Office Paper on Oahu							
Price List Item No.	Product Description	Brand	Stock No.	 PCR/RM Content* (%)	Unit Price	Unit	Vendor
2.	BOND, SMOOTH FINISH, white, 20# sub., 8-1/2" x 11", boxed-packaged, 25% cotton/rag content, 500 sheets/rm	Fox River Company	FOX-01095	30/25	\$9.70	box	Conrad Enterprises, Inc.
3.	BOND, SULPHITE, white, No. 1, 20# sub., 8-1/2" x 11", 500 sheets/ream, 10 reams/ctn	Weyerhaeuser Lynx Digital Opaque	330000	Oct-00	\$43.00	ctn	PaperSource Hawaii, Inc.
4.	BOND, XEROGRAPHIC, 3-HOLE PRE-PUNCHED, 20# sub., white, 8-1/2" x 11", premium, No. 4, 500 sheets/ream, 10 reams/ctn	Boise Aspen	P1 054901P	30/0	\$35.18	ctn	Hopaco
5.	BOND, XEROGRAPHIC, WHITE, dual purpose, 20# sub., No. 4, 500 sheets/ream (30% recycled paper product)						
5a.	8-1/2" x 11", 10 reams/ctn	Boise Aspen	P1 054901	30/0	\$32.84	ctn	Hopaco
5b.	8-1/2" x 14", 10 reams/ctn	Boise Aspen	P1 054904	30/0	\$44.70	ctn	Hopaco
5c.	11" x 17", 5 reams/ctn	Boise Aspen	P1 054907	30/0	\$35.51	ctn	Hopaco
6.	BOND, XEROGRAPHIC, COLORED, dual purpose, 20# sub., No. 4, Carton Purchase						
6a.	8-1/2" x 11", 10 reams/ctn						
	BLUE	Boise	P1 MP2201BE	30/0	\$36.19	ctn	Hopaco
	BUFF	Boise	P1 MP2201BF	30/0	\$36.19	ctn	Hopaco
	CANARY	Boise	P1 MP2201CY	30/0	\$36.19	ctn	Hopaco
	CHERRY	Boise	P1 MP2201CHE	30/0	\$36.19	ctn	Hopaco
	GREEN	Boise	P1 MP2201GN	30/0	\$36.19	ctn	Hopaco
	LAVENDER/ORCHID	Boise	P1 MP2201OR	30/0	\$36.19	ctn	Hopaco
	PINK	Boise	P1 MP2201PK	30/0	\$36.19	ctn	Hopaco
	SALMON	Boise	P1 MP2201SN	30/0	\$36.19	ctn	Hopaco
	GOLDEN ROD	Boise	P1 MP2201GD	30/0	\$36.19	ctn	Hopaco

Recycled Office Paper on Oahu

*PCR/RM = Post Consumer Recovered Material


RM = Recovered Material

Price List Item No.	Product Description	Brand	Stock No.	 PCRM/RM Content (%)	Unit Price	Unit	Vendor
6b.	8-1/2" x 14", 10 reams/ctn						
	BLUE	Boise	P1 MP2204BE	30/0	\$50.32	ctn	Hopaco
	CANARY	Boise	P1 MP2204CY	30/0	\$50.32	ctn	Hopaco
	GREEN	Boise	P1 MP2204GN	30/0	\$50.32	ctn	Hopaco
	PINK	Boise	P1 MP2204PK	30/0	\$50.32	ctn	Hopaco
	GOLDEN ROD	Boise	P1 MP2204GD	30/0	\$50.32	ctn	Hopaco
7.	BOND, XEROGRAPHIC, COLORED, dual purpose, 20# sub., No. 4, Loose Ream Purchase						
7a.	8-1/2" x 11", 500 sheets/ream						
	BLUE	Boise	90S2705	30/0	\$3.35	ream	PaperSource Hawaii, Inc.
	BUFF	Boise	90S2713	30/0	\$3.35	ream	PaperSource Hawaii, Inc.
	CANARY	Boise	90S2764	30/0	\$3.35	ream	PaperSource Hawaii, Inc.
	CHERRY	Boise	90S2799	30/0	\$3.35	ream	PaperSource Hawaii, Inc.
	GREEN	Boise	90S3108	30/0	\$3.35	ream	PaperSource Hawaii, Inc.
	LAVENDER/ORCHID	Boise	90S2845	30/0	\$3.35	ream	PaperSource Hawaii, Inc.
	PINK	Boise	90S2861	30/0	\$3.35	ream	PaperSource Hawaii, Inc.
	SALMON	Boise	90S3027	30/0	\$3.35	ream	PaperSource Hawaii, Inc.
	GOLDEN ROD	Boise	90S2810	30/0	\$3.35	ream	PaperSource Hawaii, Inc.
7b.	8-1/2" x 14", 500 sheets/ream						
	BLUE	Boise	90S3043	30/0	\$4.18	ream	PaperSource Hawaii, Inc.
	CANARY	Boise	90S3124	30/0	\$4.18	ream	PaperSource Hawaii, Inc.
	GREEN	Boise	90S3221	30/0	\$4.18	ream	PaperSource Hawaii, Inc.
	PINK	Boise	90S3310	30/0	\$4.18	ream	PaperSource Hawaii, Inc.
	GOLDEN ROD	Boise	90S3159	30/0	\$4.18	ream	PaperSource Hawaii, Inc.

Recycled Office Paper on Oahu

*PCRM = Post Consumer Recovered Material

RM = Recovered Material

SPO PRICE LIST NO. 07-08 Recycled Office Paper on Oahu							
Price List Item No.	Product Description	Brand	Stock No.	 PCR/WRM Content* (%)	Unit Price	Unit	Vendor
8.	CONTINUOUS STOCK FORMS, sulphite bond, white						
8a.	1/2" green or blue bar WITHOUT marginal perforations 14-7/8" x 8-1/2", 1-part, 18# sub.	Texas Stock Tab (TST)	TST-R302	50/30	\$36.00	ctn	Conrad Enterprises, Inc.
8b.	Blank WITHOUT marginal perforations, 14-7/8" x 8-1/2", 1-part, 18# sub.	Texas Stock Tab (TST)	TST-R102	50/30	\$44.50	ctn	Conrad Enterprises, Inc.
8c.	Blank WITH 1/2" marginal perforations, 9-1/2" x 11", 1-part, 18# sub.	Texas Stock Tab (TST)	TST-R702	50/30	\$28.75	ctn	Conrad Enterprises, Inc.
8d.	Clean-perforated on all sides, 9-1/2" x 11", 1-part, 20# sub.	Texas Stock Tab (TST)	TST-R714	50/30	\$28.50	ctn	Conrad Enterprises, Inc.
	*PCR/WRM = Post Consumer Recovered Material						
	RM = Recovered Material						

Recycled Office Paper on Oahu

*PCR/WRM = Post Consumer Recovered Material

RM = Recovered Material